

TIP Data Entry System Instructions

These instructions are for completing the update of locally sponsored projects included in the FY 2007-2011 MAG Transportation Improvement Program (TIP). The instructions include deadlines, contact information, basic information about the data to be collected and how to use the data entry system. Please note that the data updates for Arterial Life Cycle Program (ALCP) projects are addressed in a separate data entry system.

Background

Each year, the Maricopa Association of Governments (MAG) prepares a five-year program of transportation improvements to be completed in the MAG area. At a minimum, this program must include all projects funded with Title 23, Federal transportation funds, such as Surface Transportation Program (STP), National Highway System (NHS), Congestion Mitigation and Air Quality Improvement Program (CMAQ), 5307 and 5309 Transit funds. In addition, the TIP must include all projects identified as transportation control measures (TCMs) in approved State Implementation Plans (SIPs) and all regionally significant improvements, including all roadway projects that add new through lane capacity to arterial roadways.

MAG is also required to implement a Congestion Management System (CMS). As part of this implementation, MAG collects data for the CMS when member agencies submit projects for inclusion in the TIP, thereby consolidating data collection efforts. This data includes such items as traffic volume, whether or not the project includes a variety of features such as bicycle and pedestrian improvements and other data. The resulting data is used to calculate a CMS score and provide MAG staff with background information.

Also, MAG is required to report on the status of projects in the current federal fiscal year, FFY 2006. The status of these projects will be listed in the FY 2007-2011 MAG TIP in a separate section and will identify these projects as either completed, deleted or underway. If the projects are deferred, they will be shown among the regular projects in the newly deferred year. Projects that were advanced into FY 2006 will also be included in this completed, deleted or underway section.

The base data MAG uses for the development of the new FY 2007-2011 MAG TIP is the project data that was previously provided by member agencies to create the current FY 2006-2010 MAG TIP. The TIP Data Entry System includes this data. Member agencies are requested to update this information and add new projects, as appropriate. For most existing projects, only the status field in the database will need to be updated. Substantially more information will be required for new projects. Once the update process is complete, the member agency is requested to e-mail the updated database to MAG, as shown in the TIP Data Entry System.

Schedule

Member agencies are requested to complete data entry for projects and e-mail updated databases to MAG by **Friday, January 13, 2006**. The resulting databases will be combined into a single database, cross-checked and validated for use in an air quality conformity analysis of the TIP and RTP. In March, the Regional Council is expected to approve a database of improvements for air quality conformity analysis. Once this approval occurs, changes that would affect the conformity analysis (e.g. roadway widening, new road construction) will not be allowed, except as part of a TIP Amendment process. In July, Regional Council is expected to adopt the new FY 2007-2011 MAG TIP.

Contact Information

If you need to contact MAG, please call or e-mail Stephen Tate or Paul Ward at the following

- MAG Office Phone – (602) 254-6300
- Stephen Tate's e-mail address – state@mag.maricopa.gov
- Paul Ward's e-mail address – pward@mag.maricopa.gov

Applications Access

The TIP Data Entry System is a Microsoft Access 2000 application and requires that this software be present on the computer or network running the application. If you do not have MS Access 2000, MAG will provide printouts of TIP data for you to use instead of the TIP Data Entry System. Also, a password is required to open the application. The password for the application has already been distributed to members of the MAG Street Committee. If you do not have a copy of this password, please contact Stephen Tate at (602) 452-5010 or state@mag.maricopa.gov.

To download the application please go to the MAG website - www.mag.maricopa.gov - and select "Transportation" – this is located in the area on the left side of the screen, under PROGRAM AREAS. Then a second screen will appear with a series of links in orange. Please select the "Transportation Improvement Program (TIP)" link and then select "TIP Data Entry System" when the TIP screen appears.

Application Description

The following provides a brief description of the forms and operations of the TIP Data Entry Screen.

Project Data Initialization

When the TIP Data Entry System is opened for the first time, a popup form with a list of MAG member agencies will appear and the user will be asked to identify the agency whose data he will be updating. Upon correctly identifying an agency, project data from that agency will be transferred to a data table for him to update. He will then be transferred to the Main Form in the TIP Data Entry System.

If, for some reason, this step fails or the user chooses the wrong agency data to edit, the user will need to delete the TIP Data Entry System he has downloaded and re-download it from the MAG website.

Main Form

Except for the initial access to the TIP Data Entry System, operation of the System will begin on the Main Form. The Main Form includes four large buttons on the left side of the form and an exit button on the lower right side of the form. When pressed each of these buttons will bring up a form for the user to use. The left side buttons are as follows:

- Print Enter/Update Data
- Print Report(s)
- Export TIP Data to Excel Spreadsheet
- E-Mail TIP Data to MAG

Enter Data Form

This is the primary form that the used to update data. The ability to update a number of fields is prohibited. These fields will be grayed out. New ALCP projects should NOT be entered in this process.

At the bottom of the form there are several large buttons that allow the user to navigate the database, sort data, set filters and perform some automatic checks. The operation of these buttons is as follows:

- Home, Right-Arrow, Left-Arrow and End Buttons: These buttons allow the user to move between projects. If the user is on the first project in the database, the Right-Arrow and Home buttons will be disabled. If the user is on the last project of the database, the End and Left-Arrow will be disabled.

In-between the Right-Arrow and Left-Arrow buttons is a field displaying the current record number. The user may move to any point in the database by entering a record number and pressing the Enter or Return keys.

- Duplicate Existing Project Button: This button is used to insert a new project with data from the current project the user is viewing. The status field for the project is set as “New”, the “New Yr” field is set to 2007 and the project identification number for the project is set as the time and date the project was created.

This button is included to allow the user to define a template project that he may duplicate and then make modifications to as necessary.

- Add New Project Button: This button is used to insert a new, blank project. The status field for the project is set as “New”, the “New Yr” field is set to 2007 and the project identification number for the project is set as the time and date the project was created.
- Delete New Project: This button is used to delete projects created with either the Duplicate Existing Project or Add New Project buttons. It cannot be used to delete an existing project in the TIP. To have a project deleted in the TIP, please change its status to “Deleted” and MAG staff will make the appropriate change.
- Filter Button: This button is used to restrict the projects to be edited. When pressed a popup form will appear with unique instances of data for specific fields. The user can then select instances to limit the projects to be displayed. To select multiple contiguous instances, the user should simultaneously press the Shift key and use his mouse; to select non-contiguous instances, the user should simultaneous press the Ctrl key and use his mouse. Once he has completed his selection, he may press the Okay button to set the filter and return to the Enter Data form.

When a filter is set, the label on the Filter button will turn a red color and read as “Filter On”. To clear the filter the user will need to press the Filter button, press the Clear Filter button on the filter form and then press the Okay button on the filter form to return.

- Sort Button: This button allows the user to sort the projects in the database. When pressed a popup form will appear and the user may set various fields to be used to sort the database. Once he has done this, he should press the Okay button to sort the database and return to the Enter Data form or press the Cancel button to return to the Enter Data Form.

If a sort order has been set that differs from the default sort in the database, the Sort button will appear with a red colored label with the words “Sort On”. To return to the default sort, the user will need to press the Sort Button, press the Clear Sort Key button on the sort form and then the Okay Button.

- Check Data Button: This button is used to automatically perform checks on data as it is entered. When pressed the label on the button will turn to a red color and read as “Check Data On”. If the button is pressed again, the button will return to its previous state – “Check Data Off”.

When the Check Data Button is in the “Check Data On” state, the data entry system will check the data of each field when either the user moves to a new project or presses the Sort, Filter, or Save and Close buttons. If the system detects an error or a condition that requires a warning, a popup form will appear that lists errors and warnings and allows the user the option to either continue (e.g. press Ok) or re-enter data (e.g. press Cancel).

- Save and Close Form Button: This button saves the changes entered by the user and returns to the Main Form.

Print Report(s) Form

This form is used to print standard reports. These reports are as follows:

- Project Details Report: A listing of all of the data for a project.
- TIP Style Report: A listing of data in a format similar to that used in the MAG Transportation Improvement Program. Data printed in this report is limited to that used in the MAG TIP.
- Changes: A field-by-field listing of data changes made by the user.
- Error Log: A listing of data error and warnings messages for individual projects.

When the print form appears, the user should select a report and press the Print button the form to print the specified report. When the Print button is pressed, a standard MS Access print preview screen is displayed. At this point the user may opt to change the format of the report, the printer settings, export the report to MS Word or other format or close the report without printing., as well as, print the report. When he is through with the report, he should select the “close” option at the top of the print preview screen to return to the Main Form.

Export TIP Data to Excel Spreadsheet Form

This form is used to export the users data to an MS Excel spreadsheet. When the user presses the Export TIP Data to Excel button on the Main form, a popup form appears with two buttons: an Export TIP Data to Excel Spreadsheet Button and a Cancel button. When the Export button is pressed, a standard MS Access form appears and queries the user for a location to save the exported file. The user can then specify a location and the exported file will be saved.

E-Mail TIP Data to MAG Form

This form is used to e-mail the users updated TIP data to MAG. When the user presses the E-Mail TIP Data to MAG button on the Main form, a popup form appears with two buttons: an E-Mail button and a Cancel button. When the E-Mail button is pressed, a standard MS Outlook E-mail form will appear with an attached spreadsheet of TIP data and the “TO” and “SUBJECT” e-mail fields completed for the user. The user may then send the data and include any message he wishes.